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May 15, 1997

MEMORANDUM

TO: Participants in meeting on "Documenting the Digital Age: Setting an Agenda for Action"

FROM: James B. Gardner, Project Director

RE: Agenda and premeeting materials

Enclosed are an agenda for our meeting and copies of reports and other materials that will provide the context for our discussion. As noted on the agenda, our meeting will be held in the Board Room of the Cosmos Club (third floor). Note that the Cosmos requires guests to wear "business attire"--coat and tie for men.

I look forward to meeting with you on the 23rd. If you have questions in the meantime, please give me a call at 202/363-3420.